

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2>		広報番号： Announcement No.	SRFJPMC-154-09
		募集締切日： Closing Date	14 Sep 09 1 st cut off: 3 Aug 09 2 nd cut off: 24 Aug 09
		発行日： Date of Issue	13 Jul 09
1.職種名 Job title (等級 Grade <u>5</u> / 語学等級 LAD <u>3</u>) IT Assistant (Customer Support), #548 (情報処理技術補助職〔顧客サポート〕) 受諾可能な下位等級 Acceptable Trainee Level: 1-4 <input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安系 <input type="checkbox"/> 医療系 Administrative Blue Collar Trade Security Medical		募集人数 No. of Recruitment 1 名	4.募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input checked="" type="checkbox"/> 外部 Off Base Applicant
2.部隊 Activity U. S. Naval Ship Repair Facility & Japan Regional Maintenance Center, Yokosuka, Production Department (C300), Metrology Division (C370), Metrology Support Branch (C373) 勤務場所 Working Place: 横須賀市 泊町 Tomari-cho, Yokosuka		5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (<u> </u> カ月 Months)	
3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww) 勤務日 Work Days: Monday thru Friday 月曜日 – 金曜日 勤務時間・休憩 Work Hours/Recess Period: 08:00 – 16:45/12:00 – 12:45 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel			
6.職務内容 Duties <p style="text-align: center;">See attached sheet.</p>			
7.資格要件／身体条件 Qualification/Physical Requirements a. One year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related work. If applicant does not have such work experience, completion of 4-years college/university in a related field may qualify him/her at 1-5 level. b. Must have GOJ ordinary driver's license (A/T limited is acceptable). c. Knowledge of Shipboard Instrumentation Systems Calibration (SISCAL), Windows applications such as Access, Excel, Word, etc. and skill in using those databases and applications. d. Ability to provide training and assistant relating to the Calibration Recall Inventory System (CRIS) Program. e. Ability to supervise the Technical Library operation. f. Ability to serve as the Automated Information Systems (AIS) and Terminal Area Security Office (TASO) representative of C370 and act as POC for coordination of IT related work. g. Ability to provide guidance and assistance to resolve difficult hardware and software problems. h. Ability to speak read and write English at fluent proficiency level (LAD-3). *An applicant who does not fully meet the qualification requirements stated above may be considered at a lower grade level as below. 1-4: a. One year of clerical, technical, or administrative work experience in any field. If applicant does not have such work experience, completion of 4-years college/university in any field may qualify him/her at 1-4 level. b. Must have GOJ ordinary driver's license (A/T limited is acceptable). *Handicapped applicants may be accepted, depending on the degree and kind of disability.			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input checked="" type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
学歴 Educational Background : N/A		免許証／修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8	

8.提出するもの Application and Associated Documents	職務状況 Working Condition
* <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement * <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience *の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either <input checked="" type="checkbox"/> 日本政府発行の普通自動車運転免許証の写し (A T 限定可) Copy of GOJ ordinary Driver's License (A/T limited is acceptable) <input type="checkbox"/> 修了証/証明書の写し Copy of Certificate <input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.) <input checked="" type="checkbox"/> 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Alien Registration and Passport/Visa Copy	
<p align="center">9. 応募書類提出先 Office to Submit</p> <p>内部（現 MLC/IHA 従業員）と外部（非従業員）では、提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。（HRO 日本人雇用課ゲート事務所カウンター下の応募用紙提出箱へは午前 0600 時より、午後 0600 時まで提出可能です。） Office to submit is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement. (Application Drop Box under the HRO Gate Office counter is accessible from 0600 to 1800.):</p> <p>（注意）上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員の場合、外部（非従業員）からの応募書類は無効となりますのでご注意ください。 When item #4, “Area or Consideration” above shows “Current MLC/IHA employees” only, Off Base applicants will be rated ineligible.</p> <p>1. 内部（現 MLC/IHA 従業員）提出先 Current MLC/IHA Employees must submit to: 〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 〒238-0001 1 banchi Tomari-cho, Yokosuka, Box 22 米海軍横須賀基地日本人雇用課 (N132) COMNAVFJORJAPAN, Human Resources Office (HRO) Yokosuka 内線/Extension 243-8152 JN Employment Division (N132)</p> <p>2. 外部（非従業員）提出先 Off Base Applicants must submit to: 〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階 〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka (独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA 管理第一係 Management Section 電話番号 Phone 046-828-6959 受付時間：月曜—金曜、0830-1730 (日本の祭日を除く) Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) *雇用条件等のご質問はこちらにお問い合わせ下さい。Please contact LMO/IAA for questions on conditions of employment.</p>	
<p align="center">10. 事務処理欄 For Official Use</p>	
募集部隊担当者 Activity POC : SRFJPMC, MLC Manpower Division (C1160) 軍電 (DSN) 243-4554 / 4553 PD No.:SRFJPMC-373-008 PD is accurate and current. Certified by Activity: vf HRO: (7/1)mm7/9 ms 7/9	

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.
 提出された応募書類はお返ししません Submitted applications will not be returned.

IT Assistant (Customer Support) Task List

1. The incumbent is the resident expert in the Calibration Recall Inventory System (CRIS) computer software. Provides training and assistance for all ships and shore activities relating to the CRIS Program, diagnoses problems within the CRIS Program and solves them. Maintains operation of the fifty computers used in the calibration process of Navy Test Equipment (T/E). Identifies malfunctions independently and determines cause of problems concerning hardware/software and initiates corrective action. Requests assistance from Code 1230 on problems beyond his capability. Insures up to date Metrology Documentation such as; Instrument Calibration Procedures (ICP's), Test Equipment periodicity information, etc are available to each technician computer. (40%)

2. Utilizes the Calibration Requirements List (CRL) to provide the Shipboard Instrumentation Systems Calibration (SISCAL) database for the planning and execution of the SISCAL. Insures completed data is transmitted into the CRIS program, available to ship/shore activity Calibration Coordinators. Recalls and provides SRF customers electronically with recall reports for upcoming items due for calibration each month. (35%)

3. Supervises the Technical Library operation. Insures all technical manuals are stored correctly and easy to locate through the computerized tracking system. Identifies additional technical manuals required and obtains through Navy Supply System. (15%)

4. Incumbent is the Automated Information Systems (AIS) and Terminal Area Security Officer (TASO) representative for the SRF Calibration Laboratory Code 370. Attends meetings and conferences to stay abreast of the associated requirements. (5%)

Performs other related and/or incidental duties as required. (5%)

License requirement: The position requires to have a valid GOJ ordinary driver's license (A/T limited is acceptable) to carry computers into the office and deliver test equipment to ships, JMSDF, etc.